

# ACCORD AUTO SERVICES PTE LTD

BLOCK 1009 BUKIT MERAH LANE 3

#01-80 SINGAPORE 159723

TEL: 6271 5133/6271 7433 FAX: 6274 5715

GST Regn No: 201113141K

7 September 2018

**AIG Asia Pacific Insurance Pte Ltd**

AIG Building

78 Shenton Way #07-16

Singapore 079120

**Attn: Motor Claims Department**

Dear Sirs,

**ACCIDENT INVOLVING VEHICLE: SJT9191Z and SKP3760E on 21.12.2017 Along Tampines Ave 12 Towards Pasir Ris.**

We are the authorized repair workshop for the owner of motor vehicle no: **SJT9191Z**, which was involved in the captioned accident with your insured vehicle: **SKP3760E**. The vehicle owner has requested and authorized us to assist him in presenting his/her claim against the party responsible for the damage to the vehicle.

As the accident was caused by the negligent act of your insured driving, we are submitting these claims for your consideration on behalf of the owner/claimant.

01) Cost Of Repair	\$	24,268.21
02) 7% GST	\$	1,698.77
03) Car Rental 41 days @ \$180 per day (*Including 2 days PRI & non working days) (*Parts in order, supplier invoice to proof parts delivery)	\$	7,380.00
04) GIA/LTA Enquiry Fee	\$	7.45
05) Courier Fee (*Parts of invoice AL0092)	\$	1,500.00
06) Towing Fee (*Towing in workshop on 22.12.2017. Shift in & shift out vehicle for accident repair, due to can not move)	\$	200.00
	<b>\$</b>	<b>35,054.43</b>

We enclosed herewith the following documents to support the claims:-

- |                           |                                   |
|---------------------------|-----------------------------------|
| a) GIA report             | e) Insured Driving License        |
| b) Letter Of Authority    | f) GIA/LTA Enquiry Fee            |
| c) Repair Statement BM452 | g) Car Rental Agreement           |
| d) Towing Bill            | h) Supplier Invoice & Courier Fee |

Kindly look into the matter and let us hear from you on the settlement of our customer's claims as soon as possible.

**Please note that it is a condition of any settlement reached that it shall be without prejudice to any personal injury claim (if any) of the owner/claimant.**

Thank you  
Yours faithfully

**ACCORD**  
AUTO SERVICES PTE LTD

Celia Lai

Accord Auto Services Pte Ltd

Tel: 6271 7433 / 92740999

Email: avclaims@mycarworkshop.com.sg

## LETTER OF AUTHORITY

To Whom It May Concern,

**Accident Involving Vehicle:** SJT 9191 Z and SKR 3760 E on 21. 12. 2017 Along Tampines Ave 12  
Towards Pasir Ris.

I/We, Joey Teo Cai Yi, NRIC No: S 8024241 G

Of \_\_\_\_\_

Owner of motor vehicle no SJT 9191 Z do hereby appoint **Accord Auto Services Pte Ltd**  
as my/ours authorised representative and \_\_\_\_\_

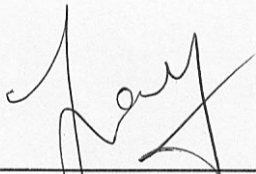
as my/ours solicitors to write, to negotiate and settle my/our claim against the other party/parties involved

in the above mentioned accident. I/We, Joey Teo Cai Yi

shall have absolute discretion to settle the matter at the best term.

I/We also confirm and instruct that any agreed settlement sum in respect my/our claims be paid

**Accord Auto Services Pte Ltd** and such payment will be constitute a full and final discharge of my claims.



\_\_\_\_\_  
Signature of owner  
(Company Stamp, if Applicable)